

Capital Resource Management
Maine Department of Transportation
16 State House Station
Augusta, ME 04333-0016
ATTN: Israel Cunningham

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AUGUSTA, MAINE

- ANNOUNCING -

2008 MaineDOT

Local Project Administration

Certification Course

LPA Certification is a **REQUIREMENT** for city/town officials and municipal engineers to locally administer (develop, design, and construct) MaineDOT projects.

Recommended for consultant engineers assisting municipalities in the development, design and construction of a MaineDOT project. LAP Certifications **EXPIRE** after **five (5)** years. Please see MaineDOT LAP Website to check your Certification status.

Sponsored by:
Maine Department of Transportation



WHO SHOULD ATTEND

- * Town/City Officials
- * Public Works Directors
- * Road Commissioners
- * Town/City Engineers
- * Consultant Engineers

If you are interested in the local administration of a MaineDOT project (Highway Overlays & Reconstruction, Transportation Enhancement, Safe Routes to School, Federal Earmarks, etc.) this course is for you.

WHAT WILL BE COVERED

The course will overview the process to administer and develop a Federally Funded MaineDOT Project and provide the Certification **required** to locally administer these projects in the future.

Some Advantages to Local Project Administration are:

- ☺ Ability to coordinate MaineDOT projects with Local Initiatives (sewer and water projects, etc.)
- ☺ Begin the project NOW (not wait until the project gets into the MaineDOT development pipeline)
- ☺ Use local forces (engineering staff, force account) to develop the project
- ☺ Fully ensure that all local needs are addressed.

COURSE LOCATIONS

PORTLAND

**Holiday Inn West
81 Riverside Street
May 12th (Monday)**

<http://www.portlandholidayinn.com/>

WATERVILLE

**Waterville Elks
76 Industrial Street
May 14th (Wednesday)**

<http://www.maineelks.org/waterville.html>

TO CHECK AVAILABILITY CALL Israel Cunningham at (207)624-3440. FMI CALL the Multimodal Program @ (207)624-3420, steve.harris@maine.gov. If you prefer, mail in attached registration form, but remember all registrations (fees) must be received at least three days before the course.

PROGRAM

7:45 Registration (coffee & donuts)
8:00 Welcome and Introduction
9:15 Consultant Selection
10:00 Break
10:15 Right of Way Process
11:00 Environmental Process
11:30 Utility Process
12:00 Lunch
12:45 Questions
1:15 DBE/OJT/ADA
2:00 Break
2:15 Bid Package/ Advertise/ Award
2:45 Construction Administration
3:15 Project Completion
3:30 Quiz/Questions
4:00 Adjourn

Local Project Administration Certification Course

REGISTRATION FORM (please duplicate if necessary)

Town/Firm: _____

Name _____

Title _____

Phone#/email _____

1. _____

2. _____

3. _____

Please return this form and payment by mail at least three working days before the requested training date to:

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REGISTRATION FEE: \$40 for Training - includes all handouts and lunch. Payment should accompany registration.

Portland May 12
Waterville May 14

CIRCLE VENUE

Make checks payable to: Treasurer, State of Maine